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Plan of Action to  
Establish Central Travel Branch

<u>Task</u>	<u>Responsibility to be assumed by</u>	<u>Suggested Target Date for Completion</u>
1. Determine effective date; for purposes of the target dates shown herein, an implementation date of 1 June 1964 has been tentatively selected.	Director of Finance	accomplished
2. Selection of Branch Chief.	Director of Finance	1 May 1964
3. Prepare a comprehensive mission and functions statement for the new CTB.	CFD/PSS	accomplished
4. Develop organization plan for new Branch and select key personnel to head sections established.	CFD/DDF	1 May 1964
5. View space to be made available and plan utilization thereof; determine equipment needs.	<del>CFD</del> 	1 May 1964
6. Select remaining personnel to staff the new CTB, arrange as appropriate for interview with and release of personnel from existing assignments.	CFD/DDF	15 May 1964
7. Prepare confidential fund certifying officer appointment letters, specifying limitations, if any.	CFD	15 May 1964
8. Initiate action to designate a vouchered funds certifying officer.	FD	15 May 1964
9. Identify and plan for reassignment of Confidential Funds and Fiscal Division personnel now concerned with travel who are not to be assigned to the new CTB.	CFD/FD	15 May 1964

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<u>Task</u>	<u>Responsibility to be assumed by</u>	<u>Suggested Target Date for Completion</u>
10. Arrange for publications to be made available to the newly established CTB.	PSS/CFD ✓	15 May 1964
a. Chart and Description of Accounts, CFD and FD		
b. CFD and Vouchered Funds Coding Guides		
c. Office of Finance Instructions		
d. Selected Confidential Funds Division Operating Procedure		
e. Agency regulatory issuances		
f. Other		
11. Develop procedures and prepare written instructions as necessary to provide for (a) scheduling "in-processing" interviews with overseas returnees to obtain information for preparation of travel vouchers, (b) call back of travelers to sign completed vouchers, and (c) return of vouchers to components for approval by approving officers in instances where such approval is deemed necessary.	CFD	15 May 1964
12. Prepare Headquarters Notice to announce the new CTB and to indicate the related procedural changes contemplated.	PSS	1 May 1964
13. Execute move.	Admin. Officer	1 June 1964

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**NOTES ON THE PROPOSAL TO ESTABLISH A CENTRAL TRAVEL  
VOUCHER OFFICE AND TO DECENTRALIZE  
CERTAIN CERTIFICATION FUNCTIONS**

1. The attached proposal appears to present a balanced view and quite properly suggests a conservative beginning for what may eventually become a new concept in headquarters accounting procedures. I therefore endorse the establishment of a central travel voucher office and the decentralization of certain accounts which initially will include the certification of advances; and accounting and claims for allowances which are not payrolled, entertainment, [REDACTED] and operational accounts. 25X1A
2. Certain transactions described in Tab B of the attached study do not lend themselves to decentralization. These would include payrolls, payments under procurement contracts, reimbursement to other Government agencies, invoices from carriers for transportation and the like. However, other exclusions listed in Tab B may be the subject of further consideration after we have gained experience in the initial decentralization of the certification function. This would include Class B station accountings, accountings for imprest and revolving funds, payments to proprietary and operational investment projects and miscellaneous vouchers and claims.
3. I do not approve of the proposal to establish at headquarters a procedure which would permit an operating official to direct the certification of a voucher or account.
4. I recognize that coordination is sometimes a time-consuming chore but as a practical matter it is necessary in cases such as this that the people who are affected have an opportunity to offer their suggestions, and that they fully understand the implications of the system which will largely be their responsibility for successful implementation.
5. After rephrasing the study as outlined above, the Director of Finance and the SSA-DD/S should coordinate these proposals with the DD/P and the Office of Communications (and other components if they are affected) with a view toward implementation if possible before the main body of the Office of Finance moves from the headquarters building.
6. A review of the centralized travel voucher procedure and the partially decentralized certification procedure will be made at the end of CY 65 (or before if the need is indicated) to determine what further action, if any, is then indicated on the basis of experience gained to that date.

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(SIGNED)

L. K. White

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